

Opening Date: October 19, 2018
Closing Date:
Work Location: Austin, Texas
Posting Number: 18-66R
Monthly Salary: \$3,520.34 - \$4,948.83*
Group/Class: B19-B21/ 1572-1574
Travel %: 5%
Division/Department: WSI/PAR/Reporting
Number of Positions: 1

*** Salary commensurate with experience and qualifications**
*** Previous candidates need not re-apply**

JOB VACANCY NOTICE

Data Reporting Analyst

(Program Specialist III-V)

REPOST

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701, via facsimile (512) 463-7644, via email
HR@twdb.texas.gov or via Work in Texas (www.workintexas.com).
Refer to Human Resources (512) 475-2142. Equal Opportunity
Employer*

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 205 Operations Specialists, 86M0 Operations Management, 13B Cannon Crewmember or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf.

Job Description Summary

Performs complex (journey-level) to advanced (senior-level) consultative services and technical assistance work administering the daily operations and activities of the Texas Water Development Board's Reporting Department. Work involves coordinating the State's participation in the Federal Clean Watershed Needs Survey (CWNS) and Drinking Water Infrastructure Needs Survey and Assessment (DWINSAs). Work involves entering, compiling, analyzing, and reporting on TWDB's financial assistance and project information maintained within TxWISE, the agency-wide database. Works within cross-divisional, cross-office teams in data gathering and analysis projects. Prepares information related to the environmental benefits of the Clean Water SRF Program (CBR). Enters information into State and Federal database systems developed for the CBR. Builds and maintains database queries and reports. Assists other sections of the Reporting Department in completing and implementing long-term projects. Trains, leads, and/or prioritizes the work of others. Works under general to limited supervision, with moderate to considerable latitude for the use of initiative and independent judgment. Reports to the Manager of the Reporting Department.

Essential Job Functions

- Manages the Agency's participation in the CWNS from initial preparations through the final review phase by the Environmental Protection Agency (EPA).
- Manages the submission of information, documentation for review and acceptance by EPA and its contractors; reviews and responds to data modifications by EPA and its contractors.
- Researches and evaluates changes in Federal policies and procedures regarding the CWNS.
- Prepares internal procedural documents and training materials for use by TWDB staff.
- Collects applicable data and documentation for the next CWNS.
- Assists DWSRF counterparts on completing the DWINSAs.
- Undertakes quality control procedures and make quarterly updates to Public Wastewater Facilities data in the TxWISE database.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002 (Supervisory)
Revised 5/252018



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

Job Vacancy Notice (cont.)

Posting number__18-66R__

- Responds to requests for information on an ad hoc basis for the Office of Water Supply and Infrastructure, Executive level management, the Agency's Board Members or their respective staff.
- Prepares information for CBR and Federal Financial Accountability and Transparency Act (FFATA) reporting; enters the information into state and federal systems developed for that purpose.
- Assists other Program Administration staff to improve and coordinate reporting related to CBR and/or FFATA; develops and upgrades related documentation.
- Updates and maintains all existing desktop procedures related to the reporting duties included in their performance plan.
- Serves as a backup to the Disadvantaged Business Enterprises (DBE) Coordinator.
- Initiates, assists, and maintains enhancement projects for the Agency's databases.
- Works with cross-divisional teams to complete updates/upgrades to the agency's databases.
- Completes monthly, quarterly, biannual, and annual submission of Federal and State reports covering the Agency's various financial assistance programs; ensures accuracy of the information provided from delegated staff.
- Collects, produces, and maintains supporting documentation and maintains standards of source documents.
- Assists other sections of the Reporting Department in completing and implementing long-term projects.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college or university with a bachelor's degree in a Social or Political Science, Planning, Statistics, Computer or Information Science, Mathematics, Finance, Engineering, Business, or other related fields.
- Three years of progressive work experience with financial assistance programs, procurements, and/or grants within the water industry, engineering field, finance industry, a governmental agency, and/or another related industry.
- Previous experience with Microsoft Excel or similar software building tables and manipulating data.
- Previous experience with relational database software building queries and tables.
- Relevant education and experience may be substituted on a year-for-year basis.

Preferred Qualifications

- Four or more years of progressive work experience with financial assistance programs, procurements, and/or grants within the water industry, engineering field, finance industry, a governmental agency, and/or another related industry.
- Previous experience with Microsoft Access or similar software building relational databases and reports.
- Previous experience with SQL Server Management Studio building relational databases, queries, and tables.
- Previous experience with SQL Server Reporting Services building reports.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to the Reporting Department; and of the principles and practices of public administration.
- Knowledge of financial systems, word processing, database querying, and spreadsheets.

Job Vacancy Notice (cont.)

Posting number__18-66R__

- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of state and federal funding programs.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in identifying complex problems and reviewing related information to develop, evaluate options and implement solutions.
- Skills in interpersonal skills and the ability to interact effectively with a wide variety of customers and stakeholders.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and in order with infrequent errors.
- Ability to complete tasks and projects in a timely manner and persists until tasks are completed.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks and schedule work in order to maintain regular progress on assignments and meet deadlines.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 5% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train, lead, and prioritize the work of others.
- Ability to work accurately with numerical details in a fast-paced, high volume setting.
- Ability to analyze and interpret financial data.
- Ability to communicate effectively both verbally and in writing.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.